



For your convenience the City of Milpitas provides PLAN CHECK SERVICES BY APPOINTMENT for qualifying projects. This service is provided in the afternoon and by appointment only.

Plan Checking Services By Appointment are performed in the following steps:

1. Building Inspection Division staff will review plans to determine whether or not they conform with project type guidelines and sufficiently complete to qualify for Plan Check by Appointment service. Please refer to the following City handouts for specific plan check submittal requirements:

RESIDENTIAL PLAN REQUIREMENTS & PERMIT INFORMATION and
COMMERCIAL/INDUSTRIAL PLAN REQUIREMENTS & PERMIT INFORMATION

2. If your project qualifies please call (408) 586-3240 to schedule an appointment.
3. It is required that Project Designer (Architect and/or Engineer) attends plan check by appointment meeting.
4. Planning and Engineering Divisions and Fire Department will do initial review as needed. Building Inspection Division staff will check plans for compliance with architectural, structural, mechanical, plumbing, electrical and Title 24 Energy provisions of adopted state codes.
5. Upon approval by applicable Divisions and Departments of the City, and payment of required fees, including school impact fees, the requested permit will be issued.

THE FOLLOWING CRITERIA WILL BE USED TO QUALIFY PLANS FOR PLAN CHECK BY APPOINTMENT:

1. **Residential Plans.** The following types of residential projects will generally be accepted for Plan Check By Appointment.
 - q First and/or second floor room additions that do not exceed 1,000 s.f. of combined floor area. (See below for hillside residences criteria).
 - q New accessory structures (detached garages, carports, sheds, playhouses, trellises, etc.) that do not exceed 500 s.f. may require Planning Commission /City Council approval if lot is greater than 20,000 Sq. Ft.
 - q Single family outdoor swimming pools and spas (pre-site inspection is required prior to appointment)* except hillside area.
 - q Sound walls and site retaining walls.

- q Other work, which in the opinion of Plan Checker will not exceed two hours of plan check time and has all necessary Planning entitlements.

* When applicant is scheduled for plan check by appointment for swimming pool/spa review, he/she shall submit completed set of plans for pre-site inspection at least two days prior to the appointment time.

2. Commercial and Industrial Plans. The following types of commercial projects will generally be accepted for Plan Check By Appointment.

- q **Office spaces.**

Non-structural interior tenant improvements not exceeding 10,000 s.f. of improved space. It may include new or relocated roof top units.

- q **Retail Sales.**

Non-structural interior tenant improvements not exceeding 5,000 s.f. of improved space. It may include new or relocated roof top units. Please verify with planning that a use permit is not required for proposed retail use.

- q **Industrial uses.**

Interior tenant improvements not exceeding 10,000 s.f. of improved space. It may include structural modifications such as equipment anchorage, non high-piled storage racks and mechanical equipment (see below for limitations).

- q **Non High-piled Storage racks** when top of stored product does not exceed 12 feet in height.

- q **Equipment anchorage** of the equipment not containing or utilizing hazardous materials and not exceeding 8 pieces of equipment per project.

- q **Monument signs** not exceeding 20 feet in height. Must have Planning Department approval prior to plan check submittal.

- q **Roof screens and fences.**

- q **Other work**, which in the opinion of City staff will not exceed two hours of plan check time and have all required Planning entitlements.

Review of the above noted projects will be limited to projects:

1. Not containing or utilizing hazardous materials within the area of tenant improvement.
2. Not requiring modifications to building lateral load resisting system, except as noted above.
3. Not requiring modifications to exit and exit discharge systems as defined in CBC sec.1005 and 1006 accordingly, such as exit enclosures, exit passageways, horizontal exits, exit courts, etc.
4. Not requiring changes to more restrictive occupancies, such as A-2.1, E, H, I and R-2 occupancies.
5. Not requiring changes to type of construction.
6. Not requiring approvals by outside agencies, such as Santa County Health Department and San Jose/Santa Clara Water Pollution Control Plant, unless approvals are provided at time of submittal.
7. Those projects not requiring Planning entitlements or projects that have previously received Planning entitlement.
8. Not located along any natural or improved stream/creek.
9. Not located within special flood hazard area. Call Engineering at (408) 586-3329 to determine if your project is within special flood hazard area.
10. Not requiring additional/modification to landscaping exceeding 2500 square feet.

If plans are not approved for issuance, plan checkers will collect redlined sets of drawings and calculations (if needed) and produce written comments later in the day or the following day. Applicant will be notified over the phone when comments are completed and when he/she may come to pick up redlined sets and comments.